ALOA PRP - Mandatory Category (L-00)

10 Areas of Study

MANDATORY (L-00)

CODES AND CODE EQUIPMENT

You will need to know the correct terms used in codes, popular code series, a working knowledge of the methods of producing keys by code, types of codes, codebooks, code machines, and the proper use of a micrometer.

CYLINDER SERVICING, PIN and DISC

You should be familiar with lock cylinder terminology, be able to identify the parts of a cylinder and describe their functions, and identify the parts of a key using the appropriate terminology. Common service malfunctions and the methods by which pin and disc tumbler locks are master keyed should be studied. Some emphasis should be placed on professional methods of keying, and pin kit types. The results of poor service procedures should be understood.

KEY BLANK IDENTIFICATION

You should be familiar with the different types of keys in use today (i.e., barrel, bit, flat and cylinder) and be able to identify their parts. The four basic milling configurations and milling run-out must be understood. A good working knowledge of key blank numbers, both original and non-original, should be developed. You should be able to correctly identify some common key silhouettes and sections. You should be able to use a key blank cross-reference catalog.

KEY DUPLICATION

You should be familiar with the duplication methods of the various types of keys, construction material, parts of a key and compensation methods for worn keys. You should be able to apply the ethics of duplicating restricted keys and multiplex keys. Be prepared to identify the parts of a key machine and the popular types of cutters and their use. Key machine calibration should be understood.

IMPRESSIONING

A good working knowledge of the theory and practicality of originating a key by impressioning is necessary. You must be able to identify the various types of marks left on keys through impressioning pin and disc tumbler locks. Be familiar with the tools and terminology used in impressioning. You must be familiar with the various factors that may increase the difficulty of impressioning locks. Field experience is useful in recognizing some of the precautions to be used when impressioning certain locks.

PROFESSIONAL LOCK OPENING TECHNIQUES

The theory of lock picking should be understood. Various lock picking tools, their proper terminology, purpose and use should be studied. You should be familiar with common entry techniques such as drilling, shimming, cylinder and lock bypassing. Situations will be presented which look for the least damaging method of entry.

LOCKSET FUNCTIONS

BHMA specifications and manufacturers' catalog descriptions of lockset functions must be thoroughly understood. Knowledge of standard door prep numbers and dimensions, lockset finish numbers and descriptions is required. Liability problems resulting from the use of the incorrect function as well as the ADA requirements as they relate to lockset functions should be studied.

LOCKSET SERVICING

Field experience in servicing lockset malfunctions is required. A working knowledge of common service problems is needed. For example, the problems caused by incorrect tailpiece timing and improper reassembly of locksets must be understood.

BASIC MASTER KEYING

You must thoroughly study the theory of progression, levels of keying, and the Standard Key Coding System. You must be prepared to calculate the number of key changes given certain parameters. Be prepared to identify mistakes in progression lists, and to determine expansion possibilities from a sample listing. You must understand the proper terminology, symbols and levels of keying listed in the Glossary. Knowledge of basic single and two step progression will be necessary, as well as key bitting specifications of the various manufacturers.

CABINET, FURNITURE and MAILBOX LOCK SERVICING

You should have knowledge of these types of locks, their operation, and proper application. Some emphasis should be placed on codes associated with each brand of lock. Bypass techniques should be studied, along with key origination procedures. Examination of manufacturers' catalogs is highly recommended. A basic knowledge of manufacturing techniques such as stamping, staking, pressure casting, and die casting is helpful.